<u>Facility Guidance on Tracking and Reporting Health Care Personnel Influenza Vaccination</u>

As part of the HHS initiative to promote vaccination of health care personnel (HCP) with influenza vaccine, IHS will be asked to report progress towards vaccinating HCP with influenza vaccine on a quarterly basis for each Area, starting in January 2009. For each facility, data on the total number of healthcare personnel, and the total number of healthcare personnel who were vaccinated or refused the influenza vaccination should be sent to the Area Contact.

More information on this HHS initiative can be found at:
http://www.hhs.gov/ophs/programs/initiatives/vacctoolkit/index.html

In addition, educational materials and resources for IHS on this initiative can be found at:
http://www.ihs.gov/PublicAffairs/NewsReleases/index.cfm

<u>Reporting Deadlines</u>

For the 2008 – 2009 influenza season, two reports will be collected. **Deadlines for submission of reports to your Area contact are: January 15th, 2009 and April 15th, 2009**.

Facility Responsibilities
1. Each facility should designate an employee influenza coordinator for that site (can be employee health nurse, infection control person, etc.)
2. The employee influenza coordinator should develop a list of all HCP at the facility. The list should include all employees, including contractors, and volunteers. **Any person who works or volunteers in a health care facility is considered HCP, even those who work in administration, housekeeping, etc.**
3. The facility employee influenza coordinator should track influenza vaccination coverage among HCP. Guidance on tracking and reporting coverage are included below.
4. Facility contacts should complete the Reporting Form and submit that to their Area contact by **January 15th** and **April 15th**, 2009.

<u>Tracking and Reporting Influenza Vaccination Coverage</u>

<u>SPREADSHEET</u>
1. For sites that do not already have a tracking system (e.g. RPMS or other system), you can use the spreadsheet entitled "Facility Flu Tracking and Reporting" to assist you.
2. Please note the different categories for influenza vaccination – e.g. please specify if HCP received their flu vaccine or if they refused the flu vaccine or if you do not know the person's flu vaccination status, enter a number "1" in the appropriate column. Please enter the number "0" for other columns.

RPMS

For sites that include all HCP in the RPMS system and capture immunization information for those employees in RPMS, you can track influenza vaccination coverage in the immunization package, by doing the following:

1. Set up all HCP with the same Case Manager in the Immunization Package
1. Identify a provider to be a Case Manager for all HCP. This person should NOT be a case manager for any patients.
2. In the RPMS Immunization package, go to the Patient Menu
3. Select Single Patient Records (SGL) and type in the name of a HCP
4. Select "Patient Edit" [E]
5. In the Case Manager field, enter the name of the designated case manager.
6. Repeat this for all of the HCP on your list for your facility.
7. As influenza vaccinations are given, be sure this information is entered into the RPMS.
8. IF HCP receive immunizations elsewhere, you should enter this information in RPMS as Historical information

2. Running Reports
1. To monitor progress towards vaccination of HCP, you will need to run 2 lists. List 1 will provide the TOTAL Number of HCP in your facility; List 2 will provide the TOTAL number of HCP who received flu vaccine. To run these lists:

List 1 – Denominator – i.e. all HCP
1. Go to the Patient Menu in the RPMS Immunization Package.
2. Select "Patient Lists and Letters (LLS)"
3. Change the parameters to the following (red indicates change from default):
    1 - Date of Forecast/Clinic..: [DEFAULT]
    2 - Age Range.................: **18 – 100 years**
    3 - Patient Group.............: **Active and Inactive**
    4 - Community.................: ALL
    5 - Case Manager.............: Insert name of designated HCP case manager
    6 - Immunizations Received...: ALL
    7 - Immunizations Due........: ALL
    8 - Lot Number...............: ALL
    9 - Additional Information...: NONE
    10 - Order of Listing.........: by Patient Age
    11 - Include Deceased.........: No

4. Select "List of Patients" and report the total number of patients included on the list as **"Total number of HCP in your facility."**

List 2 - Numerator – i.e. HCP who received flu vaccine
      1. Go to the Patient Menu in the RPMS Immunization Package.
      2. Select "Patient Lists and Letters (LLS)"
      3. Change the parameters to the following (red indicates change from default):

          1 - Date of Forecast/Clinic..: **[**DEFAULT**]**
          2 - Age Range.................: **18 – 100 years**
          3 - Patient Group............: **Active and Inactive**
          4 - Community.................: ALL
          5 - Case Manager.............: Insert name of designated HCP case manager
          6 - Immunizations Received...: flu-nasal 111, flu-split 15, flu-whole
            16, influenza NOS (9/1/08 to [date you run report])

          Note: After entering the vaccines, you will be asked if you want to limit the immunizations received to a date range. Select the data beginning 9/1/2008, and end with the current data (date you are running the report)

          7 - Immunizations Due........: ALL
          8 - Lot Number...............: ALL
          9 - Additional Information...: NONE
          10 - Order of Listing.........: by Patient Age
          11 - Include Deceased.........: No

      4. Select "List of Patients" and report the total number of patients included on the list as "**HCP who have received influenza vaccine**"

Reporting Refusals
Although you can record influenza vaccine refusals in the Immunization Package, you will not be able to pull out refusals from the Immunization package using Lists and Letters. To identify refusals, you will need to review the list of HCP and look up individuals who have not received flu vaccine to determine if they refused it.